

**Weaverthorpe CofE Primary School**  
**A Full Governing Body Meeting was held on**  
**18<sup>th</sup> November 2019 at school**  
**Minutes**

<b>Present:</b>	Femi Shellard (FS) Janette Wilkinson (JW) Andy Bowden (AB) Trish Lake (TL) Tracy Wallace (TW) Katie Church	(Chair) Co-opted Governor Headteacher Foundation Governor Foundation Governor Parent Governor Staff Governor
<b>In attendance:</b>	Laura Waites Fiona Robinson (FR)	NYCC Clerk Bursar
<b>Not present:</b>	Nick Carnes (NC) Jenny Driver (JD)	Parent Governor Co-opted Governor
<b>Vacant</b>		

<b>No</b>	<b>Item/Details</b>	<b>Action</b>
1.1119	<b>Welcome and introductions</b> AB opened the meeting with a prayer. FS welcomed all governors.	
2.1119	<b>Apologies</b> Apologies were received from NC after the meeting. JD not present – check email address / contact details.	
3.1119	<b>Declaration of interests</b> FS gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.1119	<b>Confidentiality</b> FS gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. It was agreed to highlight any matters at point of discussion.	
5.1119	<b>Urgent Other Business</b> FS asked governors if there was any other urgent business for this meeting; JW noted that the HT performance management appraisal is to be done. FR is to forward details to JW of someone who has worked in an advisory roles with schools.	FR
6.1119	<b>Minutes</b> The minutes of the FGB meeting held in September 2019 were agreed including the confidential minutes, and were signed by FS.	
7.1119	<b>Matters Arising</b> None raised.	
8.1119	<b>Benchmarking</b> FR referred to the circulated data report. Teaching costs were higher than average, however the majority of schools in the comparator group are federated so have a shared head. The average pupil number is 70 which is much higher than this school. Admin costs – are lower than average. Teaching assistants – need to look at this area in more details and the hours as schools report on different categories of staff so comparisons are not direct. Overall, expenditure on teaching and supply are higher than average but support hours are lower.	

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	<p>Q Would it be better if more was spent on supply and more on non-teaching staff? A It was agreed that this area would be reviewed</p> <p>Premises costs such as energy were difficult to compare without a good knowledge of each school. The school could look at improving insulation. Governors queried if this would be a large capital expenditure for a small saving.</p> <p>Governors noted that overall the main headlines support the case for a shared head teacher.</p> <p>Q Is there anything that governors need to do anything about? A. As highlighted above, the mix of staffing across the school could be reviewed in more detail.</p>	
9.1119	<p><b>Budget</b> FS reported that meetings have been held with NYCC and the diocese and three options have been explored (full time head, 0.5 and 0.33 shared head). As it is not possible to afford a full time head, it was agreed that the shared head options are to be explored.</p> <p>FR referred to the circulated forecasts. One was done on the basis of a 0.33 shared head and the other with 0.5. There will be two teaching staff; a TA moves to HLTA once training is completed. It was noted that once the HT arrangement is in place the school will look at what it can afford in terms of all TA requirements.</p> <p>FR referred to the revised budget for both options. The budget reflects staffing changes made due to changing the HT teaching commitment and it reflects assumptions over existing funding levels and teachers' pay increases etc. However, FR advised the budget is subject to change as LEA and other funding has not yet been agreed for next year.</p> <p>Q. In the option with 0.33 of HT, as the school is going from a full time head to this, does it mean the school would have a balance of £40-50k by the end of year 3? A The balance depends on the option chosen. If the HT is not shared the balance would be £-45k. With 0.5 HT the balance would be £0 by year 3.</p> <p>Q Is everything the same in the scenarios except the HT being 0.5 rather than 0.33? A Yes. Additional savings are from the way the school covers 0.2 HT teaching commitment and PPA cover.</p>	
10.1119	<p><b>School Financial Value Standard (SFVS)</b> FR advised that the draft narrative for the SFVS has been completed and is to be reviewed and agreed. Governors agreed that the document be approved subject to the scores being added.</p> <p>Governors thanked FR for her reports and FR left the meeting at this point.</p>	
11.1119	<p><b>Options for HT recruitment</b> FS reported on the recent meetings with the Diocese and with NYCC including the SIA and strategic services.</p> <p>The Diocese advised that the HT at School A has capacity to take on another school; this is being explored further.</p>	

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	<p>The HT at School B has been contacted and another option may be School C where there is an interim HT.</p> <p>There are further meeting planned to consider these and other options further.</p> <p>FS advised that if a shared headship arrangement is entered into, the school will also need to seriously consider going into a federation. This could result in there being 1 governing body across all the schools in the federation.</p> <p><b>Q Does it make it more financially viable doing the federation?</b>  <b>A The money stays the same but the main benefit is better use of resources e.g. sharing teaching, training and learning resources. Saving money on a HT can allow a school to spend money elsewhere e.g. on more experienced teachers/leaders/HLTAs etc. The outcome is about doing what is best for pupils not just saving money.</b></p> <p>AB advised on his experience during the School B federation and the need for governors to be fully aware of what the changes are.</p> <p>It was noted that there will need to be some more formalised governance arrangements to take forward the head's recruitment and when federation discussions are more advanced. Consultation with staff and parents will be done at a later stage in the process.</p> <p><b>Q If the HT is not on site, it is important that parents know who to speak to and who to contact. There will also need to be clear safeguarding arrangements.</b>  <b>A This would be covered in the arrangements that are put in place</b></p> <p><b>Q What will happen if staff need to step up and cover for the HT and they don't wish to do this?</b>  <b>A It is hard to be certain at this stage what the requirements will be without knowing which model the school will be following.</b></p>	
12.1119	<p><b>Staffing update</b></p> <p>JW reported that the 0.6 teacher is Amy-Louise Campbell.</p> <p>JW reported on arrangements to deal with sickness cover for 1 member of staff and following advice from the safeguarding audit relating to adult/children ratios.</p> <p>JK is not doing PE yet as her DBS is awaited. Agency supply is being used in the meantime, funded by the PE budget.</p>	
13.1119	<p><b>Premises, Health and Safety</b></p> <p>JW referred to the evaluation of H&amp;S paperwork and resulting action plan to address the recommendations. Some actions have already been completed. The H&amp;S Policy has been updated and staff are required to sign a sheet confirming they have read it.</p> <p>The emergency Response guidelines have been updated to include Run, Hide, Tell.</p> <p>The Lock down Policy has been updated.</p> <p>The School medical Policy was updated in June 2019.</p> <p>The school has reviewed its staff first aid training.</p> <p>A visual inspection of the playground and field equipment was done and the school has a quote for the equipment repairs needed.</p> <p>The proposed work on the doorway between classrooms was not approved because it is a supporting wall. Due to the school being a listed building it is unlikely that any work to doorways for external toilet access would be approved. Work to fencing is being explored instead together with arrangements for security and toilet access in a reconfiguration of outside</p>	

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	space. JW will bring a report to governors for approval of recommended works following review of all options.	JW
14.1119	<p><b>GB Update</b> FS reported on the recent governance review and advised that a further meeting with NYCC is planned for next week to discuss recommendations and actions.</p> <p>Governors were reminded that they can access training on the NYCC The need for a governor to do complaints training was highlighted as guidance has changed.</p>	
15.1119	<p><b>Headteacher's Report</b> JW referred to the circulated HT report and noted that the circulated SIA report is to be treated as confidential.</p> <p>Key points noted were: The school receives a twice termly SIA visit and is due a follow-up visit later this week. The inspection data summary was noted – no numbers published. The pupil premium statement covers the general and pupil premium population and achievements. Generally speaking pupil premium children are performing in line with the general population. The needs for one child are being reviewed. A statement of pupil premium funding spending will be published on the website. JW gave examples of how the funding is used.</p> <p><b>Q Does the school get special 121 funding for the younger children? A The threshold has changed and is likely to reduce. Care plan and needs are still under review for some children. JW is to discuss needs with the SIA.</b></p>	
16.1119	<p><b>Safeguarding</b> There is a meeting planned next week to review progress against the safeguarding audit. The school improvement plan is being updated to include two targets. It will also include reference to British values. An advisor for behaviour and attendance is to come into school to support work with vulnerable groups and has been asked to share good practice such as escalation procedures. SEN/EYFS advice is awaited from other advisors.</p>	
17.1119	<p><b>Policies</b> All policies circulated have been read and reviewed by governors. It was agreed that the following policies be approved and JW will arrange for them to be published on the website.</p> <ul style="list-style-type: none"> <li>• Appraisal policy</li> <li>• Asthma policy</li> <li>• Budget management policy</li> <li>• Complaints procedure, best practice guidance</li> <li>• Policy for managing serial and unreasonable complaints</li> <li>• Equalities statement</li> <li>• Health and safety policy</li> <li>• Monitoring and evaluation policy and monitoring schedule</li> <li>• Music policy</li> <li>• Pay policy</li> <li>• SEND policy</li> <li>• Workplace health and wellbeing strategy</li> </ul> <p>JW asked if a governor could review the Whistleblowing Policy before the end of term and asked governors to review the policy planner.</p>	ALL

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	TL left the meeting at this point.	
18.1119	<b>Governor Monitoring</b> FS noted that there will be more information about arrangements needed following the governance review update next week. It is likely that governors will be expected to be more proactive in their visits and that they include a reflection on priorities and improvement outcomes. A schedule of governor monitoring meetings will be planned after next week's meeting.	
19.1119	<b>Clerk Update</b> LW will share the presentations from the recent clerking service meeting.	LW
20.1119	<b>Correspondence</b> JW reported on a letter from NYCC regarding additional recruitment costs; this has been queried and a partial refund agreed.	
21.1119	<b>Urgent Other Business</b> The HT performance appraisal is to be completed.	FS
22.1119	<b>How GB decisions have impacted on pupil progress</b> The GB is working on models for future leadership of the school The EYFS outside space is to be reconfigured to make better use of space and enable toilet access Pupil premium needs reviewed Financial probity and how finances can be improved Upskilling of staff – HLTA training	
23.1119	<b>Date of next meeting</b> Tuesday 21 January 2020, 5pm - FGB (KC gave apologies) Monday 25 <sup>th</sup> November 2019, 5pm – meeting for all governors (not to be clerked)  AB closed the meeting with a prayer.	

Signed

Dated